



REQUEST FOR PROPOSALS

City of Amsterdam

For the purpose of creating a Complete Street Plan for Main Street and Bridge Street

February 2023
RFP #01-2023

The City of Amsterdam is inviting Transportation Planning firms to submit proposals for the City of Amsterdam Complete Street Plan.

BACKGROUND

The City of Amsterdam is seeking retain an engineering firm to provide preliminary and final design services, construction support, and inspection services for consultant to help prepare a community-based Complete Streets Plan that looks at improving safety and mobility for all users. Amsterdam has significant transit structures in the downtown that need to be more aligned with pedestrian and non-motorized travel. The project involves the planning, design, and reconstruction of sections of Main Street and Bridge Street. The project will include updating the streetscape to include ornamental lighting, street trees, pedestrian facilities upgrades, access road reconfiguration, intersection redesigns for enhanced pedestrian safety, and hardscapes that are complimentary to the currently in-progress downtown improvement projects. The project involves pavements, curbing, lighting, stormwater, landscaping, signage, and signs. All work will be designed to AASHTO specifications and NYSDOT Standard Specifications

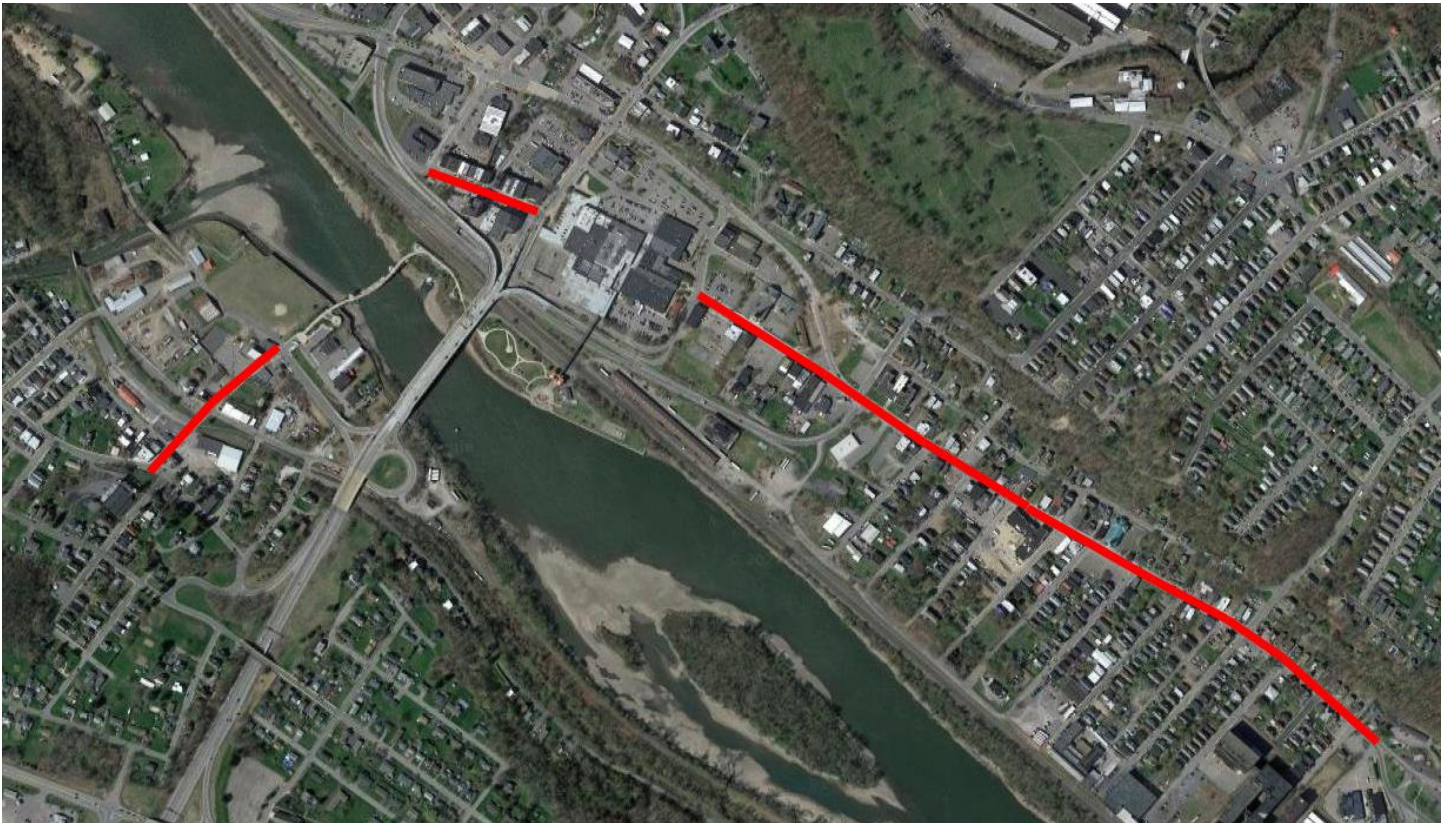
Preliminary Design will include but not be limited to: preparation of the Design Approval Document (identifying, assessing, and selecting a feasible design alternative and its associated impacts), topographic and right-of-way survey and mapping, property deed research, evaluation of cost and environmental factors, and preparation for attendance and participation at public informational meetings and/or hearings. Final Design will include but not be limited to: development of highway plans, highway design, preparation of right-of-way plans and acquisition maps, development and design for public utilities, maintenance and protection of traffic during construction, and preparation and submission of final Plans, Specifications, and Estimate (PS&E) for the project. Construction Support will include but not be limited to providing technical support

Construction Support will include but not be limited to providing technical support during construction on questions relating to the design, and aiding in construction bid proceedings, analysis of bids, and review of shop drawings, if necessary.

Construction Inspection will include but not be limited to providing on-site construction inspection and oversight to ensure the quality of construction and conformity with the final plans and specifications, and preparation of as-built plans.

The City of Amsterdam is a community in the Mohawk Valley Region of NYS that sits on the Mohawk River and is exit 27 off the NYS Thruway, with access to NYS Routes 5, 5S and Route 67. NYS Route 5 and NYS Route 5S are east-west routes serving the north and south sides of the Mohawk River respectively. These connections provide the Downtown Revitalization Initiative (DRI) area with vehicular access to large consumer markets in Utica and Albany. The road network creates opportunities to link and connect but also creates barriers. To ensure that the downtown area is attractive to consumers, tourists, and private investment, it is imperative that the city study more efficient vehicular circulation patterns, consider physical enhancements to East Main Street in the downtown, and extend the streetscape enhancements that have already been implemented along Bridge Street to nearby commercial areas.

Project Limits outlined below (Bridge Street, Main Street, and E Main Street):



BUDGET

The total project budget, including all consultant fees, and other related costs is \$3,474,000 as the project hinges on grant funding. TAP funding: \$1,979,000, DRI funding: \$1,350,000, City match \$145,000.

Consultant will make every effort to comply with U.S. DOT 49 CFR Part 26 and comply with NYSDOT's adopted Disadvantaged Business Enterprise (DBE) Program Plan. 6.2.6 Establish Intent for DBE Participation, to ensure that equal opportunity to participate is afforded to all entities. The Federal Disadvantaged Business Enterprise (DBE) program promotes the use of DBEs in all types of federally assisted contracts and procurement activities and does not apply to 100% state or locally funded contracts. The Federal DBE program is a separate program and subject to different requirements than the New York State (NYS) Minority Business Enterprise (MBE) and Women-owned Business Enterprise Program (WBE). NYS M/WBE applies to projects funded by NYS.

Other: The 6.3.2 Local Design Services Agreement: the NYS County Highway Superintendents' Association (NYSCHSA)¹⁶ has identified and selected several A/E consultants to provide services exclusively for locally administered federal aid transportation projects. Under this process, the Local Design Services Agreements

(LDSA) were created. LDSAs provide Sponsors the flexibility in obtaining a consultant in the most effective manner. See <http://www.countyhwys.org/>

PROJECT DESCRIPTION

The project will focus on creating a Complete Street network on two sections of Main Street and Bridge Street, which are the major thoroughfares through the City of Amsterdam's downtown core. The project will also focus on creating a comprehensive gateway design at the base of the Route 30 river bridge as you come into the city, with the intersection of E Main Street. Complete Streets is an approach to planning, designing, building, operating, and maintaining streets that enables safe access for all people who need to use them, including pedestrians, bicyclists, motorists and transit riders of all ages and abilities. This approach also emphasizes the needs of those who have experienced systemic underinvestment, or those whose needs have not been met through a traditional transportation approach, such as older adults, people living with disabilities, people who don't have access to vehicles, and Hispanic or Latino communities.

Although no singular formula exists for a complete street, an effective one includes at least some of the following features:

- * Sidewalks
- * Bus pullouts
- * Bike lanes
- * Special bus lanes
- * Wide shoulders
- * Pedestrian scale lighting
- * Raised crosswalks
- * Plenty of crosswalks
- * Audible pedestrian signals
- * Refuge medians
- * Sidewalk bump-outs (bulb-outs)

The practice of complete streets is not only about allocation of street space, but also about selecting a design speed that is appropriate to the street typology and location, and that allows for safe movements by all road users.

Transit stop improvements within Amsterdam encourage the use of public transportation and act as a key element in enhancing active transportation throughout the community. With CDTA now newly serving the area, complete streets will also assist and be supportive to their initiative of creating healthier and safer streets and modes of travel for our residents.

Implementation of a Bicycle Boulevard system can be as simple as selecting routes, distributing information, and identifying Bicycle Boulevards in the community with an integrated system of signage and pavement markings.

The City aims through this proposed project to develop concepts, derived through community and stakeholder engagement, to transform Main Street and Bridge Street into a walking-oriented “Main Street” that is safe for cyclists, pedestrians, and motorists, is served by high quality transit, builds foot traffic for local businesses, encourages interaction in public spaces, and adds vibrancy to the community.

PROJECT ADVISORY COMMITTEE

Preparation of the plan will be undertaken through consultant(s) procured by the City of Amsterdam and overseen by a Project Advisory Committee. At a minimum, the Project Advisory Committee will include the City of Amsterdam Community & Economic Development staff, the City Engineer, City DPW staff, the City

Mayor, and community members representing diverse interests. Input from New York State Department of Transportation (DOT); Capital District Transportation Authority (CDTA); New York State Department of State, and the Montgomery County Planning Department will be sought and considered during the development of the City of Amsterdam West End Study Area Nomination.

PROPOSAL

The City of Amsterdam is seeking proposals for professional services from qualified consultants to assist the City with the preparation of the Complete Streets Plan. The City will designate a staff member for project oversight and operations of the Complete Streets process.

The City will engage residents, businesses, schools, community groups and decision-makers — as they have successfully done on past projects — through a participatory community design charrette process.

Task 1. Document Conditions

During this phase the project team will initiate documentation of existing conditions in advance of the public events. The selected consultant will work closely with the City, and the community advisory group to gather physical planning data related to the study area and learn more about the needs, practices and experiences of different user groups on Main Street and Bridge Street.

Task 1.1 Collect and Review Existing Plans and Data

- The consultant team will work with the City, and other sources to collect and organize available information for the study area, including traffic volumes, crash data, regional transportation plans, state route planning and construction plans, aerial and base maps, DRI Plan and other policy documents, development standards and regulations, and other relevant studies and information. The project team will also identify any other opportunities and constraints that may impact the project. This information will be organized into an existing conditions report.

Responsible Party: Consultant

Task 1.2 Conduct Site Visit

- The City and the consultant team will conduct a site visit to coincide with the first community advisory group meeting to meet with project partners and key stakeholders, gather input and tour and photograph the area to assess and document existing conditions.

Responsible Party: City of Amsterdam, Consultant

Task 1.3 Prepare Report and Area Base Maps

- The consultant team will organize the input and planning data collected into an existing condition report and work with the City to prepare base maps for consultant team design and analysis work and for use at meetings and public events. The team will ensure that the public can easily understand the maps.

Responsible Party: Consultant

Task 1.4 Traffic and Safety Commission Briefing

- The consultant team will brief the City and Engineer on initial findings regarding existing conditions for discussion and feedback.

Responsible Party: Consultant, City of Amsterdam

Task Deliverable

- 1.1 List of Documents and Data Sources
- 1.2 Agenda, Participant Lists, Photos
- 1.3 Existing Conditions Report, Digital and Printed Large Base Maps
- 1.4 Presentation, Meeting Notes

Task 2. Plan Development

The final deliverable will be a plan for transforming Main Street and Bridge Street into Complete Streets that support the needs of people walking, bicycling, taking transit or driving a car. The report will include detailed recommendations for the street and will be graphically illustrated with drawings including sections, plan views, and detailed recommendations for public infrastructure improvements, including small and immediately feasible enhancements, and larger, more complex, longer term and capital-intensive projects. The plan will also lend itself to revitalization efforts and investment programming with a section of the report devoted to future funding options for implementation.

Increased access and strategic creation of gathering places will help support the local economy by maintaining and attracting businesses to both streets. Safety and security will be enhanced by redesigning sections of the corridor to help bicyclists ride along the street and to help pedestrians walk along or cross the street, especially for individuals that may have disabilities or mobility challenges. More activity and eyes on the street will help improve personal security as well.

Task 2.1 Develop/Refine Design Alternatives

- The Consultant Team will refine and further develop recommendations and illustrative graphics. The Consultant Team will review the recommendations with City staff, NYSDOT, CDTA, and Amsterdam Planning and Zoning Commission. Feedback will guide development of detailed design concepts.

Responsible Party: Consultant

2.2: Develop Improvement Projects Funding Plan

- The consultant team, working closely with the City, will prepare a matrix that includes a list of improvement projects, phasing/timing, cost estimates, and available funding sources. The plan will also identify a strategy for securing additional funds necessary for implementation.

Responsible Party: Consultant

Task 2.3 Prepare and Distribute Full Draft Plan

- The consultant Team will prepare and circulate an administrative draft plan for review by the City. City staff will collect and review all comments and provide a comprehensive set of consistent comments to the consultant team.

- The Consultant Team will revise the draft plan and the City will make the revised draft plan available for public review and comment.

Responsible Party: Consultant, City of Amsterdam

Task 2.4 Present Draft Plan to City Commissions

- The consultant team will incorporate public comments received into the draft plan and will finalize the document. The consultant team will meet with the Engineer and the Planning and Zoning Commission to finalize and approve the document for City Council for City Council review and adoption.

Responsible Party: Consultant, City of Amsterdam

Task 2.5 Present Final Plan to City Council

- The consultant team will present the plan at a City Council Meeting for adoption by reference or amendment to other policy documents, land use or transportation regulations, and for incorporation into work programs.

Responsible Party: Consultant, City of Amsterdam

Task 2.6 Plan Submission

- The consultant team will deliver the final plan to the City. The City will submit a hard copy and an electronic copy of the final document to NYSDOS and NYSDOT, and credit NYSDOS and NYSDOT for its financial contribution on the cover of the report.

Responsible Party: Consultant, City of Amsterdam

Task Deliverable

- 2.1 Outline of Recommendations, Conceptual Designs
- 2.2 Improvement Projects Funding Plan Document
- 2.3 Administrative and Public Review Draft Plan Documents
- 2.4 Digital Presentation to City Commissions, Staff Report
- 2.5 Digital Presentation, City Council Staff Report
- 2.6 Final Plan (Digital and Bound Copies)

The City will assume the responsibilities for GIS work, public notification, meeting schedules, website maintenance and public outreach.

Proposal Content Requirements

The City welcomes a response to the RFP in any format that best expresses the qualifications of the respondent. In general, lengthy responses are discouraged. Proposals submitted in response to the RFP must include the following items:

A. Qualifications

Identify the individual who would be primarily responsible for directly leading the review. Describe the background and experience of the individual who will perform the services, including education (including name of institutions, degrees received, dates of graduation, professional licenses and certifications, and

employment history). In addition, provide examples of General Plan updates prepared, with emphasis of work completed for jurisdictions in the Upstate NY area.

For each such project, provide:

- Copy of work product and/or detailed description of the services performed, the time period in which they were performed;
- The name and telephone number of at least one reference for each such project that can attest to the quality and effectiveness of the Respondent's work.

B. Methodological Approach

Briefly describe the methodology and organizational approach the Respondent would use to assist the City, including critical elements and special methodologies that would be used to ensure that City objectives are satisfied.

C. Compensation Terms

Final compensation terms will be negotiated with the selected consultant and locally administered federal aid process. Please provide billing rates as part of the proposal. The total amount of funds for this project for design and construction is \$3,474,000.

Selection Criteria and Process

The City will evaluate qualifications based upon these criteria:

- Responsiveness to the RFP.
- Experience and demonstrated success of the Respondent in assisting municipalities with a Complete Street study and TAP development process. Experience with projects in the Upstate NY area environs and in cities comparable to Amsterdam will be given greater weight. As part of this process, client references may be contacted.
- Ability to communicate effectively about the subject matter.
- Compensation rates.
- Evidence of the Respondent's ability to provide deliverables in a cost effective and timely manner.
- Other extraordinary elements or creative approaches to the project. This selection criterion is intended to allow the City to expressly consider creative aspects of proposals that do not necessarily fall into other selection criteria.

Proposed schedule example: • RFP Issued February 1, 2023 • RFP Due March 16, 2023 • Consultant Selection April 3, 2023 • Contracting Legislation April 18, 2023 • Notice to Proceed April 19, 2023 • Final Plans, Specifications, & Estimates August 31, 2023 • Project Letting September 13, 2023 • Construction Start Date October 2, 2023 • Construction Completion Date July 1, 2024

SUBMISSION OF PROPOSALS

Interested respondents must submit three (3) paper copies of their proposals and one (1) electronic versions of their proposal no later than 1:00pm on Thursday, March 16, 2023. Proposals should be submitted to:

City of Amsterdam
Clerk's Office
RFP #01-2023
61 Church Street
Amsterdam, NY 12010
Attention: Amanda Bearcroft

Proposals received after the scheduled time and date will not be accepted. Facsimile and E-mail proposals will not be accepted.

CONDITIONS GOVERNING PROPOSALS

Only those proposals which contain complete information and are responsive to the RFP will be considered. Proprietary or patented information which may be included in the proposal must be clearly identified and brought to the committee's attention.

The City of Amsterdam reserves the following rights:

- To accept or reject any or all proposals;
- To waive or modify minor irregularities in proposals received;
- To negotiate with proposers, within the proposal requirements, to best serve the interests of the community and the Department of State;
- To amend specifications after their release, with due notice given to all bidders to modify their proposals to reflect changed specifications;
- To consider every offer as firm and not revocable for a period of sixty (60) days unless withdrawn in writing or unless otherwise specified in the solicitation;
- To award a contract for any and all parts of a proposal including award of specific project components to individual proposer team members and to negotiate with the successful bidder(s)
- By submitting a proposal, the proposer agrees that it will not make any claim for or have any right to damages because of any lack of information or misinterpretation of the information provided in this RFP.
- The City of Amsterdam will not utilize any of the materials submitted in the RFP process included in unsuccessful proposals without permission.

The New York State Department of State and New York State Department of Transportation must approve all consultants and subcontractors.

The Consultant must comply with all provisions in the Contract between the New York State Department of State, NYS Department of Transportation, and the City of Amsterdam, including all appendices. A copy of the contract is available upon request.

In accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d- 4 and Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in federally-assisted programs of the U.S. Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes, as amended, issued pursuant to such Act, the City of Rome hereby notifies all who respond to this solicitation, invitation, request for qualifications or proposal that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability/handicap and income status in consideration for an award.

INQUIRIES

All inquiries regarding the RFP should be made in writing and sent by e-mail and must cite the RFP section in question. Answers to substantive questions will be provided to all proposers. Inquiries should be directed to:

Amanda Bearcroft, Director of Community & Economic Development
(518) 841-4304
abearcroft@amsterdamny.gov

PRESENTATION BY PROPOSERS

Presentations will be conducted for the three highest scoring proposals.

The presentations will be made to provide the City and the Project Advisory Committee with an opportunity to obtain an understanding of:

- The extent of the firm's depth of knowledge of the subject matter of the RFP;
- Whether the methods and resources that will be used by the firm in performing services to achieve the project goals and objectives are appropriate, and cost effective;
- The firm's ability to draw together specialists and professionals with the necessary skills and experience to contribute to the overall project;
- To allow proposers to further define the primary features and benefits of their proposal;
- To evaluate the public presentation skills of the proposers

Presentation format is left to the discretion of the proposers. Presentations will be limited to a one-hour period per respondent, which includes questions. All key managerial personnel, as well as key personnel working on the project, must attend the proposal presentation.

LIABILITY

The City of Amsterdam and the Project Advisory Committee are not liable for any cost incurred by any individual or firm for work performed to prepare its proposal or for any travel and or other expenses incurred in the preparation and or submission of its proposal. Further, the City of Amsterdam is not liable for any costs incurred prior to approval of the contract.

EVALUATION PROCESS

The City and the Project Advisory Committee and the Department of State will review submitted proposals with reference to the qualifications and criteria as detailed in this Request for Proposals. The intent is to select the consultant having the technical capability and necessary experience to perform the services as outlined in this RFP within the time frame required.

SELECTION CRITERIA

The selection of a consultant for this effort will be based on the following criteria:

- 1) Technical Proposal: Proposals will be evaluated based on their quality, clarity, and demonstrated understanding of the project objectives. The proposal must include a plan outlining how each item in the Scope of Work will be addressed.
- 2) Relevant Experience: The Proposer must provide a list of all projects similar in scope and nature completed in the last five years. The Proposer must demonstrate experience with New York State- based land use and watershed planning, local laws and regulations. The projects listed will be used to determine the proposer's expertise, experience, and knowledge. Submission of sample reports or products from previous projects is encouraged.

3) Implementation schedule: Proposals will be evaluated based on their ability to complete the project within an eighteen-month time frame. The proposal must include an implementation schedule that lists all milestones for the development and implementation of project deliverables.

4) Cost Proposal: A Cost Proposal Outline organized to follow the outline of Scope of Work and assign a detail of cost for the action including personnel costs and reimbursable expenses.

5) Team Composition and Resumes: The Proposer must provide a list of all person(s) who will be assigned work pursuant to this RFP (including subcontractors), as well as their resumes showing qualifications, educational background, training and expertise.

a) Team members will be evaluated based on relevant education, work experience and professional accreditation.

b) The Proposer must designate an individual as the Project Manager who will be directly responsible for all activities of the organization and provide their resume showing qualifications, educational background, training and experience. The project manager must have managed the implementation of at least one other project of similar scope and nature. A description of the project must be submitted with the resume.

6) Presentation Skills: The Proposer will be evaluated based on their knowledge of the subject material, their ability to relay the message in a clear, concise and timely fashion and their ability to field questions posed to them. The Proposer will also be evaluated on form and format of their presentation, its professional nature, and the ability to captivate the audience and keep their attention. The Proposer may be asked to demonstrate their presentation skills, both written and oral, by providing samples of previous presentations and written material.

7) Location of Office: The Proposer will be evaluated based on their proximity to the community to ensure a physical presence when necessary throughout the process of this project.

SUBMISSION REQUIREMENTS

References: The Proposer must submit three references from projects of similar scope and nature. Each reference should include a contact name and phone number along with a statement describing the project. The City of Amsterdam and the Project Advisory Committee reserves the right to obtain information from other sources.

NOTIFICATION OF AWARD

The City of Amsterdam will notify the successful bidder by phone, followed by written confirmation. Each bidder whose proposal is not accepted will be notified in writing.

The City of Amsterdam will authorize the award of a contract to the successful proposer based upon the evaluations and recommendations of the Grant Coordinator and Project Advisory Committee. In the event that a contract cannot be finalized within thirty (30) days of the award, the City Council of the City of Amsterdam reserves the right to enter to enter negotiations with the consultant which received the second highest evaluation.

The City of Amsterdam, the New York State Department of State, and the New York State Department of Transportation must approve all consultants and subcontractors.